

Charter
Advisory Committee on Arlington National Cemetery

1. Committee's Official Designation: The committee will be known as the Advisory Committee on Arlington National Cemetery ("the Committee").
2. Authority: The Secretary of Defense, through the Secretary of the Army, pursuant to 10 U.S.C. § 4723 and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established this statutory Committee.
3. Objectives and Scope of Activities: The Committee will provide independent advice and recommendations on matters relating to Arlington National Cemetery, as set out below.
4. Description of Duties: The Committee will make periodic reports and recommendations to the Secretary of the Army with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery. Any and all advice and recommendations will also be forwarded to the Secretary of Defense or the Deputy Secretary of Defense.
5. Agency or Official to Whom the Committee Reports: The Committee will report to the Secretary of the Army, who may act upon the Committee's advice and recommendations. Not later than 90 days after receiving a report or recommendations from the Committee, the Secretary of the Army will submit the report or recommendations to the congressional defense committees and the Committees on Veterans' Affairs of the Senate and House of Representatives and include such comments and recommendations as the Secretary of the Army considers appropriate.
6. Support: The Department of Defense (DoD), through the Department of the Army, will provide the necessary support for the Committee and will ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$232,000.00. The estimated personnel cost to the DoD is 1.8 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD officer or employee, designated in accordance with established DoD policies and procedures.

The Committee's DFO is required to be in attendance at all Committee and subcommittee meetings for the entire duration of each and every meeting. However, in the absence of the Committee's DFO, a properly approved Alternate DFO, duly designated to the Committee according to DoD policies and procedures, will attend the entire duration of all the Committee or subcommittee meetings.

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The DFO, or Alternate DFO, will call all meetings of the Committee and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Committee will meet at the call of the Committee's DFO, in consultation with the Committee's Co-Chairs. The estimated number of Committee meetings is four per year.
10. Duration: The need for this Committee is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Committee will terminate upon repeal of 10 U.S.C. § 4723.
12. Membership and Designation: The Committee will be composed of no more than nine members, who are eminent authorities in their respective fields of interest or expertise, specifically bereavement practices and administrative oversight, the erection of memorials, and master planning for extending the life of the cemetery, including:
 - a. One member nominated by the Secretary of Veterans Affairs;
 - b. One member nominated by the Secretary of the American Battle Monuments Commission; and
 - c. No more than seven members nominated by the Secretary of the Army.

The appointment of Committee members will be authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Secretary of the Army, for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. Members of the Committee who are not full-time or permanent part-time Federal officers or employees will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Committee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as regular government employee (RGE) members. No member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Committee, including its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Committee's Co-Chairs from among the membership previously approved according to DoD policies and procedures and, in doing so, will determine the term of service for the Committee's Co-Chairs, which will not exceed the member's approved term of service.

Each Committee member is appointed to provide advice on the basis of his or her best judgment on behalf of the Government without representing any particular point of view and in a manner that is free from conflict of interest.

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Except for reimbursement of official Committee-related travel and per diem, Committee members serve without compensation.

13. Subcommittees: The DoD, as necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the DoD Sponsor.

Such subcommittees will not work independently of the Committee and will report all their recommendations and advice solely to the Committee for full deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, orally or in writing, on behalf of the Committee. No subcommittee or any of its members can provide updates or reports, orally or in writing, directly to the DoD or any Federal officers or employees. If a majority of Committee members are appointed to a particular subcommittee, then that subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which govern the Committee's operations.

Pursuant to Secretary of Defense policy, the Secretary of the Army is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Committee or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Army.

Subcommittee members will be appointed for a term of service of one-to-four years, subject to annual renewals, according to DoD policies and procedures; however, no member will serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as RGE members.

Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Chair of any appropriately approved subcommittee from among the subcommittee membership previously authorized by the Secretary of Defense or Deputy Secretary of Defense and, in doing so, will determine the term of service for the subcommittee's Chair, which will not exceed the member's approved term of service.

Each subcommittee member is appointed to provide advice on the basis of his or her best judgment on behalf of the Government without representing any particular point of view and in a manner that is free from conflict of interest.

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Except for reimbursement of official Committee and subcommittee-related travel and per diem, subcommittee members serve without compensation.

All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

The Committee has three permanent subcommittees. Each subcommittee member should have extensive professional experience in at least one of the following areas of operation and management of cemeteries: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation.

- a. The Explore Subcommittee will be composed of no more than nine members. The primary focus of this subcommittee is to review and provide recommendations to the Committee, for thorough discussion and deliberation in a properly noticed and open public meeting, on how the Army National Cemeteries Program (“the Program”) can best capture and convey the history of the Army national cemeteries. More specifically, this subcommittee will address the following objectives: (i) examining the gravesite mementos left at Arlington National Cemetery Section 60 to recommend a sustainable and feasible artifacts policy and (ii) improving the quality of visitors’ experiences now and for generations to come, including through an interpretive center and technology. The estimated number of subcommittee meetings is up to nine per year.
- b. The Honor Subcommittee will be composed of no more than nine members. The primary focus of this subcommittee is to review and provide recommendations to the Committee, for thorough discussion and deliberation in a properly noticed and open public meeting, on how the Program can best prepare for the future of the Army national cemeteries. Two primary focuses of this subcommittee are examining ways to extend the life of active burials and continuing to honor our veterans and their family members after all available space at the Arlington National Cemetery. The subcommittee will address the following specific objectives: (i) assess the current eligibility requirements for interment and inurnment at Arlington National Cemetery as they affect the available space and like of active burials, while ensuring that the recommendations serve and protect the interests of all service members and veterans, surviving family members, and the American public; (ii) review the existing designs of the Millennium Project to ensure that the selectee option best advances the Program’s efforts to achieve the Program’s vision; (iii) examine how to optimize the newly acquired land that had been used as the Navy Annex, including for burials and any additional Program purposes; and (iv) examine what the Program should focus on once its burial space is exhausted, which should also help inform the design of the Navy Annex land. The estimated number of subcommittee meetings is up to nine per year.
- c. The Remember Subcommittee will be composed of no more than nine members. The primary focus of this subcommittee is to review and provide recommendations to the Committee, for thorough discussion and deliberation in a properly noticed and open public meeting, on how the Program can best maintain the Tomb of the Unknown Soldier

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Monument at Arlington National Cemetery. The subcommittee will address the following specific objectives: (i) assess the Program's current policy and practices of repairing the cracks in the large marble sarcophagus sitting atop the tomb of the World War I Unknown Soldier; (ii) examine the issue of repairing the adjacent marble Tomb slabs, including from structural, aesthetical, historical, and memorial perspectives; and (iii) examine what the Army can and should do with the marble stone that was gifted to the Army to replace the Tomb sarcophagus.. The estimated number of subcommittee meetings is up to nine per year.

14. Recordkeeping: The records of the Committee and its subcommittees will be managed in accordance with General Record Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, and the appropriate DoD policies and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: July 31, 2016